



# City of Olympia

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360-753-8447

## Meeting Minutes Finance Committee

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Monday, August 13, 2012

5:30 PM

Room 207

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### Special Meeting

#### 1. Roll Call

**Present:** 3 - Chair Stephen H. Buxbaum, Councilmember Nathaniel Jones and Councilmember Karen Rogers

#### 2. Call to Order

*The meeting was called to order at 5:30 p.m.*

#### 3. Approve Minutes

##### 3.A [12-0174](#) Approval of July 9, 2012 Finance Committee Minutes

**Attachments:** [1. Minutes](#)

The minutes were approved.

#### 4. Committee Business

##### 4.A [12-0399](#) Five-Year Budget Projections - Oral Report

*Finance Manager Dean Walz reviewed a 5 year revenue and expense report for the Committee. Without significant increases in revenues or decreases in expenditures the City will be facing a \$7 million funding gap by 2017. Staff explained the City Manager must present a balanced budget each year. The major drivers in the forecast are flat or decreasing sales tax combined with increases in health insurance, pension rates and cost of living adjustments.*

The report was received.

##### 4.B [12-0322](#) Presentation of Preliminary Capital Facilities Plan (CFP)

**Attachments:** [1. CFP Utility Summary](#)  
[2. CFP 2013 to 2012 Summary](#)  
[3. Long Term Financial Strategy](#)  
[4. 2013 CFP Calendar](#)

*The Committee reviewed the preliminary Capital Facilities Plan (CFP). The Committee would like to have further discussion regarding the storm water utility contributions to the cost of sidewalks and would like an update on the Fountain Block*

Acquisition Project. "When do we legally have to purchase the remaining parcels?"

Staff reviewed the Next Steps in the process and reminded the Committee the Council will hold a public hearing on October 9 followed by a Study Session on October 16.

**The report was received.**

**4.C**      [12-0315](#)

Scoping for Building the Local Economy, Expanding the Revenue Base - Oral Report

City Manager Steve Hall will invite representatives from the Chamber of Commerce, Visitor & Convention Bureau and the Economic Development Council to attend the September meeting to talk to the Committee and staff about how to grow Olympia's revenue base.

The Committee asked that the conversation focus on:

- What could we be doing now?
- How can we effectively use partnerships?
- What are the major growth sectors for our area?
- How do we retain the businesses we already have?

**The report was received.**

**4.D**      [12-0421](#)

Finance Committee 2012 Workplan

**Attachments:**      [1. Workplan](#)

The Committee reviewed the draft 2012 work plan. They added Real Estate Guidelines and Options for expanding the City's revenue base to the month of September. In October they added the CNA Budget Input meeting.

**The Committee agreed to place the work plan on the next Council Consent Calendar.**

**4.E**      [12-0425](#)

Continued Discussion of the 2013 Budget - Oral Report

During the previous Committee meeting the Chair asked members to review the budget information presented and develop a list of issues to be considered for 2013 and issues that were longer term.

Short-term budget actions – in no particular order:

- Identify methods to bring recreational programs to a net neutral expenditure level without naming rights or the sale of ad space on facilities.
- Complete comprehensive review of Olympia School District MOU and identify cost savings.
- Minimize cost of replacement dog park.
- Identify means of deploying volunteers in parks which provide optimal savings. Consider multi-year plan to grow volunteer-based savings.
- Identify General Fund expenditures which can be rightfully charged to utility accounts.
- Establish realistic parameters for negotiations.
- Identify optimal strategy for reductions in staffing in 2013.
- Proceed with beneficial pocket annexations.
- Proceed with FDCARES or other strategies to significantly reduce non-emergency 911 response requirements.
- Identify determined strategy to reduce overtime expenditures across departments.

*Provide milestone reporting.*

- *Identify strategies for reuse, lease, or disposal of Court Services Building, Fire Training Center, and the Command Training Center.*
- *Review LEOFF1 benefit expenditures.*
- *Complete planning for data storage options.*
- *Consider raising the monthly parking rate at the Downtown Employee Parking Lot.*
- *Consider demand-based parking pricing.*
- *Consider levying a utility tax on cable TV.*
- *Consider a revised cost share with OSD related to School Resource Officers. Currently the City covers 2/3 of the cost.*
- *Develop strategy if Sales Tax levy does not pass.*
- *Develop a strategy or policy to deal with public records request abuse.*
- *Review contract cost overruns*

*Long Terms Considerations*

- *Explore the use of LIDs in conjunction with the Comp Plan*
- *Consider annexations*
- *Look for different ways to express our budget situation*
- *Identify programs that are inadequately funded/managed*
- *Look for ways to expand commerce*
- *Identify overtime by employee by supervisor*

**The report was received.**

**4.F**      [12-0398](#)      Schedule Regular Meeting Time for Finance Committee - Oral Report

*The Committee considered various dates and times for future meetings and agreed to meet the second Thursday from 5 to 6:30 p.m. However, for the month of October the Committee will begin its meeting at 3:00 p.m.*

**The report was received.**

**5.      Adjournment**

*The meeting adjourned at 7:15 p.m.*